This Emergency Response / Fire Prevention Plan has been developed for the Office of Facilities Management to comply with Local, State and Federal standards and industry best practices. The purpose of this plan is to establish managerial and employee actions in the event of a fire, violent storm, release of hazardous chemicals into the atmosphere or any other catastrophe.

This policy is intended to encompass all management personnel and employees of the Facilities Management group and all administrative offices, shops and warehouses.

If possible, reference the Emergency Procedure Guide published by the University. These can be found in nearly every room on campus. It contains step by step directions for various emergencies.

A.
In the event that an Emergency Procedure Guide cannot be obtained, follow these guidelines:

1. Do not panic
2. Get yourself and other co-workers to a safe place as quickly as possible
3. Call 911
4. Use any available means to contact your supervisor as soon as possible

**NOTE**: In the event of a fire or medical emergency in the administrative office, shop areas or warehouse, the first person observing such an emergency should call 9-1-1; provide the operator with the location (Arkansas Tech University, Facilities Management Department [office, shop or warehouse], 2505 Red Hill Place and nature of the emergency. Send another employee to the end of the main drive or the end of the shop driveway, to direct emergency responders.

**10.1** ASSIGNMENT OF RESPONSIBILITIES

A.
In the administrative office an orderly evacuation will be supervised by the Assistant Director of Facilities Management and/or the Skilled Trades Foreman, who will also be responsible to check all rooms and enclosed spaces.
B.
In the shop area, this responsibility will be assigned to anyone available in the facility.

C.
In the warehouse, this responsibility will be assigned to the warehouse supervisor. Wherever applicable, the warehouse supervisor will also be responsible to ensure that all fire doors and/or office doors are closed on their way out.

10.2 EMERGENCY PLAN AND REVIEW

A.
The Director, for the Office of Facilities Management has the ultimate approval and implementation responsibilities for this plan and to assure that the plan is understood and followed by all employees.

B.
The Occupational Safety Coordinator will be responsible for reviewing this plan on an annual basis and make whatever changes are deemed appropriate.

C.
All new employees will be thoroughly instructed in this plan before they begin their initial work assignment and told where to find a copy of the plan.
All employees of the Facilities Management group are encouraged to follow and adhere to this plan.

D.
An updated copy of this plan will always be kept in the Facilities Management office, Manager’s office, and the Occupational Safety Coordinator’s office.

10.3 FACULTY EVACUATION

The signal for full evacuation of the office area, the warehouse and the shop areas will be the sounding of the building fire alarm. Whenever the alarm sounds, everyone in the administrative office, the warehouse and the shop area will evacuate and report to their designated assembly area.

In the event of any emergency, unless employees are exposed to immediate serious danger, the employee discovering the emergency should activate the alarm and then leave the affected area.
If the primary route is blocked by the emergency and the employee cannot safely pass, a secondary route should be used for emergency egress.

**10.4 ASSEMBLY AREAS**

A. The following are the designated assembly areas in the event of a total evacuation:

1. Administrative Offices – SE corner of the front employee/visitor parking lot
2. Shops and Warehouse – NW corner of the property near the entrance to the Farm
3. In the event of severe weather all employees will assemble in the Plans Room
4. Employees on the main campus will find shelter in the nearest building with a “safe room” or interior room
5. ISA staff should proceed to the assembly areas provided to them by the ISA Director.

**10.5 POST EVACUATION ACCOUNTABILITY**

As soon as possible, the senior employee in each assembly area, will to the best of his/her ability, account for all employees known to be in the area at the time of the evacuation. Once the employees are accounted for this information should be reported to either the Director or Assistant Director of Facilities Management, if on site. If neither are on site then this should be reported to the senior person in the SE parking lot assembly area.

Employees not in the immediate area of the Administrative Offices, the shop area or the warehouse should not attempt to return to the area. All employees should remain on the main campus area.

If someone is trapped and/or injured this information should be relayed to the senior person in the NE assembly area.

Employees in the administrative offices, the shop areas or the warehouse when the evacuation alarm is sounded should NOT leave the area until the “All Clear” is given.

**10.6 RESCUE AND MEDICAL DUTIES**

Should an employee or visitor in the area be injured the nearest employee with First Aid/CPR training should render aid. Remember, **do not attempt to render any first aid that you have not been specifically trained to perform.** If no one in the area is trained in First Aid/CPR at least one person should remain with the injured person, if you are not putting yourself in danger,
until help arrives. Remember, providing First Aid/CPR is voluntary and should be governed by the rules of common sense.

10.7 REPORTING FIRES AND EMERGENCIES

Activate the building alarm and notify one of the following people either in person or by phone after calling 9-1-1:

1. Brian Lasey 479-356-2182
2. Doug Walton 479-968-0315
3. David Condley 479-747-7758
4. Renea Hair 479-264-1626

10.8 USING THE S.A.F.E. PROCEDURE FOR FIRES

A.
These instructions consist of a four-step process that this facility recommends that employees follow during a fire. This process should be memorized by all employees or at a minimum posted at every desk. Experience has demonstrated that the best response to a facility fire is to first, sound the alarm, let others know there is a fire, then combat the fire if possible, and finally, to evacuate if necessary. The plan works best when expressed as an easily recalled acronym such as S.A.F.E.:

1. **S – Sound the alarm:** Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.
2. **A – Alert others:** Quickly tell others in the area of the fire. Do this in a calm firm manner. DO NOT CAUSE A PANIC. Secure the area for the fire department. Close all doors to prevent the spread of smoke and flames. Call the fire department to verify the location of the fire.
3. **F – Fight the fire:** Do this only in the case of a manageable fire, one which you have the training and experience to fight, for example, and a fire in a wastebasket. If possible two employees should fight the fire together using two extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.
4. **E – Evacuate the Area:** If necessary.
10.9 TRAINING

A.
Before implementing this emergency action plan the Occupational Safety Coordinator will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees that will review the plan with each employee covered by the plan at the following designated times:
   1. Initially when the plan is developed
   2. Whenever a key employee’s responsibilities or designated actions under the plan change
   3. Whenever the plan is changed
   4. At least once per year

The Occupational Safety Coordinator will ensure that all employees are adequately trained regarding the fire hazards and materials to which they are exposed by reviewing with each employee, upon initial assignment, those parts of the emergency action/fire prevention plan which directly affect that employee in the event of an emergency.

To assist in this training, all areas covered under the Facilities Management group (administrative offices, shop areas, warehouse, etc…) shall have a *Fire/Ignition Source form* filled out for each of their sections.

*(REFER TO APPENDIX E- FIRE/IGNITION SOURCES)*